



DISTRICT OF COLUMBIA PUBLIC SCHOOLS
Office of Federal Grants Programs

FY 2007 Title V, Part B
Public Charter Schools Program

Request for Applications (RFA)

Due Date: Friday, March 9, 2007



DISTRICT OF COLUMBIA PUBLIC SCHOOLS

Office of Federal Grants Programs

Union Square
825 North Capitol Street, N.E.
Eighth Floor
Washington, DC 20002
(202) 442-5570 • FAX (202) 442-5529/34

DISTRICT OF COLUMBIA PUBLIC SCHOOLS

Office of Federal Grants Programs

FY 2007 Title V, Part B - Public Charter Schools Program (PCSP) RFA

I. Introduction

This Request for Applications (RFA) addresses the Title V, Part B-Public Charter Schools Program (PCSP) under the No Child Left Behind Act of 2001 (P.L. 107-110). The District of Columbia was successful in receiving a grant under this program from the U.S. Department of Education (USDE) to support charter school petitioners in the development and initial implementation of their proposed charter schools. At this time, the District of Columbia Public Schools, Office of Federal Grants Programs (OFGP) is administering the FY 2007 annual competitive grant to applicants seeking start-up funding under the Public Charter Schools Grant Program. Developers planning to submit a charter petition in SY 2006-2007 to either authority are encouraged to apply. **Applications should be submitted no later than Friday, March 9, 2007.**

The purpose of the Public Charter Schools Program (PCSP) is to increase national understanding of the charter schools model by (1) providing financial assistance for pre-charter planning, charter school planning, program design and initial implementation activities, (2) evaluating the effects of such schools on students, student achievement, staff, and parents, (3) expanding the number of high quality charter schools available to students across the Nation, and (4) encouraging the States to provide support to charter schools for facilities financing in an amount more nearly commensurate to the amount the States have typically provided for traditional public schools.

Upon review and approval of applications, subgrants will be awarded to successful applicants for a period of 36 months outlined as follows:

<u>Activity</u>	<u>Phase</u>	<u>Timeline</u>	<u>Amount of Funding</u>
Pre-Charter Planning	Year 1	Up to 3 months	Up to \$10,000
Planning	Year 1	Up to 18 months	Up to \$110,000
Program Design	Year 2	Up to 18 months	Up to \$200,000
Implementation	Year 3	Up to 2 years	Up to \$200,000
GRAND TOTAL			\$520,000

Continuation of the award is based on availability of federal funds, the appropriateness of the proposed grant budget, charter status, student enrollment, need, and progress made toward grant goals as outlined in the required progress reports made to the State.

II. Invitation to Apply

Eligible applicants are invited to apply for the Title V, Part B-Public Charter Schools Program (PCSP) grant which support allowable activities under pre-charter planning, planning, program design, and initial implementation. Funding under this program will be awarded for a period of 36 months. The District of Columbia may award up to 20 new subgrants to applicants upon approval of their application. Continued funding is contingent upon the availability of federal awards granted to the District of Columbia and satisfactory progress in meeting the stated objectives of the program. **Should a grantee fail to fully implement or execute a charter school petition, they may not re-apply to this grant program in future years.**

Awards to any applicant in which the developer has received a "conditional or first-stage" approval for the establishment of a charter school may be made with conditions that limit the amount of funds disbursed during the "conditional or first-stage" period. Upon receipt of final approval as a charter school by the authorized chartering authority, access to full funding will be granted.

III. Eligibility

A. Applicant

Under this program, an "eligible applicant" is defined by law as a developer, who is non-profit in nature, and who plans to establish a public charter school that provides a elementary and/or secondary educational program for students between the ages of 5-17. A student between the ages of 3-21 who is properly identified as limited or non-English proficient (LEP/NEP), and or a student with special needs may be served as well. A charter school is a public school that meets the conditions identified in P.L. 107-110, Title V, Part B, Section 5202 (The No Child Left Behind Act). The Board of Trustees of public charter school is the responsible fiscal agent.

There are two authorized chartering agencies in the District of Columbia – the appointed District of Columbia Public Charter School Board and the District of Columbia Board of Education. Eligible applicants must submit a public charter school petition to either of the chartering authorities in the District of Columbia in the FY 2006 cycle, or have already been granted approval, have been provisionally/conditionally approved, or have first stage clearance to operate a public charter school in the District of Columbia.

Limitation: Grants may be awarded to eligible applicants for a period that may not exceed three years of which the eligible applicant may use – (a) not more than 18 months for planning and program design, which can include up to 3 months of pre-charter planning; and (b) not more than 24 months for the initial implementation of a charter school. **Applicants must meet the State's reporting requirements and submit an annual action plan for each of the three qualifying years.**

B. Eligibility for Title V, Part B Funds

In order to be eligible for Title V, Part B funds public charter school developers must:

- Submit notification to either charter authority that the developer intends to file a charter petition during the current year's petitioning cycle;
- operate in pursuit of a specific set of educational objectives determined by the school's developers and agreed to by the authorized public charter agency;
- provide a program of elementary or secondary education, or both;
- be nonsectarian in its programs, admissions policies, employment practices, and all other operations, and is not affiliated with a sectarian school or religious institution;
- charge no tuition – (Exceptions: nonresident student tuition, or rates established by the Board of Trustees of the school for adult education programs and field trips);
- not discriminate on the basis of race, color national origin, sex, age or disability;
- admit students on the basis of a lottery, if more students apply for admission than the school can accommodate;
- agree to comply with Federal and State audit requirements;
- meet all Federal, State, and local health and safety requirements; and
- operate in accordance with State law.

IV. Lottery/Enrollment Requirements

A charter school receiving these grant funds must use a lottery if more students apply for admission to the charter than can be admitted. Conducting a lottery for preschool slots that guarantees enrollment into Kindergarten is not acceptable for any Kindergarten students. Grant funds are only for elementary and secondary education.

In addition, a charter school may weight its lottery in favor of students seeking to change schools under the public school choice provisions of ESEA Title I, for the limited purpose of providing greater choice to students covered by those provisions. For example, a charter school could provide each student seeking a transfer under Title I with two or more chances to win the lottery, while all other students would have only one chance to win.

A charter school may exempt from the lottery only those students who are deemed to have been admitted to the charter school already and, therefore, do not need to reapply. Specifically, the following categories of applicants may be exempted from the lottery on this basis: (a) students who are enrolled in a public school at the time it is converted into a public charter school; (b) siblings of students already admitted to or attending the same charter school; (c) children of a charter school's founders (so long as the total number of students allowed under this exemption constitutes only a small percentage of the school's total enrollment); and (d) children of employees in a work-site charter school (so long as the total number of students allowed under this exemption constitutes only a small percentage of the school's total enrollment). When recruiting students, charter schools should target all segments of the parent community. The

charter school must recruit in a manner that does not discriminate against students of a particular race, color, national origin, religion, or sex, or against students with disabilities; but the charter school may target additional recruitment efforts toward groups that might otherwise have limited opportunities to participate in the charter school's programs. Once a student has been admitted to the charter school through an appropriate process, he or she may remain in attendance through subsequent grades. A new applicant for admission to the charter school, however, would be subject to the lottery if, as of the application closing date, the total number of applicants exceeds the number of spaces available at the charter school.

Charter schools may not create a separate lottery for girls and boy, in order to ensure that it has a reasonably equal gender balance. Nor may a school weight its lottery in favor of one gender over another. A school seeking to avoid gender imbalance should do so by targeting additional recruitment efforts toward male or female students.

For more information on federal lottery requirements, read the Non-Regulatory Guidance at: <http://www.ed.gov/policy/elsec/guid/cspguidance03.pdf>.

VI. Instructions for Submitting Applications

Grant applications should be prepared in accordance with these guidelines and submitted to:

Victor Vyfhuis
Executive Director
Office of Federal Grants Programs
District of Columbia Public Schools
825 North Capitol Street, N.E., Room 8009
Washington, DC 20002

VII. Application Deadline

Applications for the FY 2006 Public Charter Schools Grant Program RFA are due on or before 5:00 P.M., **March 9, 2007**.

VIII. Application Content

Each application must include the following:

A. Application Information Sheet

The Application Information Sheet is used to provide basic descriptive information about the partnership submitting the application, the applicant that will be responsible for administering the funds, and the proposed project. The formatted template for this portion of the application is provided in Appendix A.

B. Abstract of Project and Project Goals

Abstract of Project: Provide a descriptive narrative summary of your charter school, including the educational program, curriculum, organization structure, the school community, the school's origins and the vision of the school. Introduce the key founders, their backgrounds and expertise. Describe how the school plans to use grant funds to implement the school's vision.

Project Goals: List at least five project goals, with indicators that encompass the three-year grant period. At least one goal must address student academic achievement. At least one other goal must address Adequate Yearly Progress (AYP) using the federal definition in the No Child Left Behind Act and the State Consolidated Plan, which stipulates that all students will be proficient in Reading and Math by 2014. Each listed goal should be specific, measurable, attainable, research-based and time-phased.

C. Accountability/Accreditation

Accountability: Describe the school's accountability plan. The plan must reference how the charter school will support increased student academic achievement. Describe how disaggregated data will be used to identify any achievement gaps among the various student subpopulations required under the federal No Child Left Behind Act. Lastly, describe educational strategies that will be used to close the identified gaps.

Accreditation: Describe the school's specific, measurable goals for student academic achievement. Describe the schools preparation for accreditation.

Longitudinal Assessment: Explain the school's plan to evaluate student assessment data. Describe how student academic performance data will be used to form instruction. Describe the school's plan for intervention should any student not make sufficient growth in a year's time or if the student fails to score proficient.

D. Low Income and At-Risk Students

Describe the number and percentage of low income and at-risk students who will be enrolled in the charter school. Describe, for example, any partnerships that have been or will be created with various community, government, and charter advocacy organizations that may increase services and the achievement of low income and at-risk students who will be served by the charter school.

E. Professional Development

- Describe the charter school's professional development plan and specific goals and assessment. Teacher development activities must be research-based, ongoing and embedded into instructional practice, and proven to be effective in improving teacher skills and student academic achievement.
- If the charter school is requesting grant funds for professional development, describe how the activities/funds will be used to support the school's professional development plan.
- Specifically define the professional development plan to match the use of technology in your building. This description should correlate with the school's technology plan.

- Describe how the school's professional development plan will assure that all teachers are highly qualified pursuant to the requirements of the federal No Child Left Behind Act.

F. Plan and Activities

Describe how grant funds will be used. Please be reminded that grants funds should support the developer in leveraging the resources and expertise needed to plan and design a quality educational program. Funds cannot support the ongoing and administrative operations of the developer. However, funds should support the procurement of various "outside" goods and services that would not otherwise be available to the developer.

Describe the detailed activities for which you are requesting grant support. In your presentation, please discuss why these activities are needed, who will do the work, what the expected outcome is, and the timeline for implementation. If you have financial support for planning or implementation activities from other sources, please describe those activities and how they will complement the work proposed under this application. As indicated below, distinguish the activities that will support pre-charter planning, charter planning and program design, implementation or combined planning implementation.

G. Action Plan Templates

Using the information in Section B, C, and F complete an **Action Plan Template - Attachment C** for *each* of the stated goals and objectives of the program. You must detail the supporting activities for each goal/objective. Be sure to distinguish which activities will support pre-charter planning, charter planning/program design, and/or implementation phases of the grant request. The completed forms must be submitted with your grant application.

1. Pre-Charter Planning

During this phase of the DC Public Charter Schools Grant Program, the applicant may conduct pre-planning and program design (not more than 3 months) of the educational program, which may include-

- “(i) acquiring and contracting services related to the completion and submission of charter school; and
- “(ii) professional development of charter school planning team, to include administrators, teachers and other staff who will work in the charter school.

Other pre-planning activities can include informing the community about the school, developing charter school accountability plans, policies and procedures, curriculum development and other initial start-up costs associated with planning for submission of the charter school petition.

2. Planning and Program Design

Under this category of work, the applicant may conduct up to 18 months of activity, which may include (a) refinement of the desired educational outcomes of the charter school and of the methods for measuring progress toward achieving those results; and (b) professional development of teachers and other staff who will work in the charter school.

3. Implementation of the Public Charter School

Under this category of work, the applicant may conduct up to 24 months of activity, which may include (a) informing the community about the school; (b) acquiring necessary equipment and educational materials and supplies; (c) acquiring and developing curriculum materials; and (d) other initial operational costs that cannot be met from State or local sources. *Note: These funds may not be used to subsidize the cost of delivery of direct services to students, since funds for this purpose are available to public charter schools in the District of Columbia through their per pupil allocation.*

The grant applicants may request support for pre-charter planning, charter planning and for implementation activities. However, the duration of a grant that combines these three phases of activities may not exceed three years. Furthermore, the applicant can request to conduct combined planning and implementation activities during the same fiscal year. In this case, some portion of these activities may overlap. However, if you plan to conduct both planning and implementation activities, please draw clear distinctions between the two phases of activity and clearly designate the time frames within which each type of activity will occur.

Program Restrictions

Title V, Part B funds must **not** be used:

- for the purpose or construction of facilities;
- for direct services to students;
- to cover on-going operational costs;
- to award an eligible applicant beyond a three-year funding period; and
- to award dissemination activity grant for not more than two (2) years.

H. Each applicant requesting support must submit a completed copy of this application to the chartering authority to which it has or intends to petition. To indicate that this has been done, respond with a check mark (✓) to the statement at the bottom of the Application Information Sheet. Additionally, applicants must submit one of the following documents:

I. Applicants requesting support must complete and return Attachment D-Intent to Petition Form affixed with signature of the Director of the chartering authority the applicant intends to petition or has petitioned.

J. Budget

Submit a line-item budget indicating all anticipated expenditures for which you are requesting grant funds. A budget narrative must accompany the line item budget. The budget narrative should provide narrative justification of the budget. Details for contracted services must include the nature of the services, number of hours, rate per hour and timeline for implementation. Although contract negotiations may not be complete at the time of this application, subgrantees are required to submit a copy of contracts for services to support budgetary requests. No funds for contracted services will be disbursed without this supporting document.

Distinguish between funds allocated for pre-charter planning, charter planning and program design activities and those allocated for implementation activities within the line item budget and budget narrative. *The submittal of interim and final expenditure financial reports will be required in an effort to account for the specific use of these federal funds.*

K. Additional Documents to be submitted to the Office of Federal Grants Programs

1. Developer's Charter Application

Upon completion, a copy of the charter school developer's application to establish a Public Charter School in the District of Columbia, which contains the information required in Section 5203 (b) (3) (A), (B), (C), (E), (H), (I), and (L) of Title V, Part B of P.L. 107-110, The No Child Left Behind Act must be submitted to the Office of Federal Grants Programs. Such information shall include—

- (A) a description of the educational program to be implemented by the proposed charter school, including—
 - (i) how the program will enable all students to meet challenging State student performance standards;
 - (ii) the grade levels or ages of children to be served; and
 - (iii) the curriculum and instructional practices to be used;
- (B) a description of how the charter school will be managed;
- (C) a description of—
 - (i) the objectives of the charter school; and
 - (ii) the methods by which the charter school will determine its progress toward achieving those objectives
- (E) a description of how parents and other members of the community will be involved in the planning, program design and implementation of the charter school;
- (H) a description of how the subgrant funds or grant funds, as appropriate, will be used, including a description of how such funds will be used in conjunction with other Federal programs;
- (I) a description of how students in the community will be—
 - (i) informed about the charter school;
 - (ii) given an equal opportunity to attend the charter school; and
- (L) a description of how the charter school will comply with sections 613 (a)(5) and 613(e)(1)(B) of the Individuals with Disabilities Education Act.

after
8
10K

3. Approval Status Letter from Chartering Authority

Upon receipt, a copy of the approval letter signed by the applicant's chartering authority which documents the approval status of the charter developer's petition must be forwarded to the Office of Federal Grant Programs.

after
8
10K

4. Administrative Relationship

A statement that describes the administrative relationship between the public charter school and the authorized public chartering agency.

5. Provision for Continued Operation

A description of how the charter school will provide for continued operation of the school once the Federal grant has expired.

L. Assurances

Applicants must sign and submit a copy of the Assurances with the Title V, Part B Application (*Appendix B*).

IX. Review and Selection Process

A. Review

Applications will be reviewed in accordance with the following criteria:

1. The extent to which the proposed plan for planning, program design and initial implementation activities and budget are in conformance with the purposes set forth in Section VI. C above;
2. The extent to which the proposed planning, program design and implementation activities are consistent with the approved (or conditionally approved) charter school plan and will advance the purpose of the charter school.
3. The Office of Federal Grants Programs (OFGP) reserves the right to negotiate budgets based on reasonable expenses in the plan for activities.

B. Selection

Applications in which the developer's charter petition has been given "conditional or first-stage approval" will be reviewed and selected for funding on the same basis as applicants with full charter approval.

X. Special Conditions

"Conditionally/provisionally approved" or "first stage clearance" applicants in which the developer's petition has been approved for a charter on a conditional basis under the terms of Section 2203 (d)(2)(A), P.L. 104-134 must meet the conditions and timetable established by the chartering authority in order for their federal charter school's grant to remain in effect. The grant will be suspended and ultimately withdrawn in cases where the developer does not meet such conditions.

*Awards will be made directly to the public charter schools. **Do not commingle Federal grant funds with appropriated funds. Place federal grant funds in a separate non-interest bearing account.***

**FY 2007 District of Columbia Public Charter Schools Program
(Title V, Part B) Subgrant Application**

Applicant Information Sheet

1. Type of Assistance Requested: Amount of Funding Requested:

<input type="checkbox"/> Pre-Charter Planning	_____
<input type="checkbox"/> Planning and Program Design	_____
<input type="checkbox"/> Initial Implementation	_____

2. Number of Months for Which Grant Support is Requested (36 months maximum)

_____ Number of Months for Pre-Charter Planning (not more than 3 months)
_____ Number of Months for Planning and Program Design (not more than 18 months if not
conducting pre-charter planning)
_____ Number of Months for Initial Implementation (not more than 2 years)

3. Applicant Information

Name of Propsed
Public Charter School: _____

Grade Level: _____
(must be elementary or secondary educational programs)

Applicant Address/ _____

Telephone/Fax: _____

Send Grant Fund Checks to: (Checks will be made out in the name of the school only.)

Address: _____

City, State, & Zip: _____

Contact Person: _____

Phone: _____ Fax: _____

E-mail Address (if available) _____

Authorized Signature: _____ Date: _____

Tax Identification Number: _____

**4. Amount of Budget Request for _____
3 year total, not to exceed \$520,000**

☐ A copy of this grant application has been sent to the chartering authority.

Appendix B
Assurances

As the duly authorized representative of the applicant, I certify that the applicant organization:

1. Will annually provide the Secretary (of the U.S. Department of Education) and the state educational agency such information as may be required to determine if the charter school is making satisfactory progress toward achieving the objectives of the school; and such other information and assurances. [Public Law 107-110, Section 5203 (b)(3)(J)]
2. Will cooperate with the Secretary (of the U.S. Department of Education) and State educational agency in evaluating the program. [Public Law 107-110, Section 5203 (b)(3) (K)]
3. Will maintain appropriate bookkeeping practices as required by the U.S. Department of Education, in accordance with the Education Department General Administration Regulations (EDGAR).

Signature of Authorized Certifying Official: _____

Title: _____

Applicant Organization: _____

Date Submitted: _____

**District of Columbia Public Charter Schools
Office of Federal Grants Program
DCPS Public Charter Schools Grant Program
ACTION PLAN TEMPLATES**

[illegible]

Detailed Activities (include any personnel and their function(s) that will be supported with these funds):	(pre-charter planning, planning or implementation activity)	Indicators of Success	Timeline

Attachment D

**District of Columbia Public Schools
Office of Federal Grants Programs
DC Public Charter Schools**

FY 2007 Public Charter Schools Program

Intent to Petition Form

To: Victor Vyfhuis
Executive Director

From: _____, developer of
 (Charter School Developer)
 _____ Public Charter School
 (Name of Potential Public Charter Schools)

- ☐ I am a potential petitioner to the following chartering authority/board in the District of Columbia: I have consulted with the chartering authority and have indicated my interest as a charter school developer. Furthermore, I have met the Federal and District requirements/eligibility as a charter school petition under the "Omnibus Consolidated Rescissions and Appropriations Act of 1996", District of Columbia School Reform Act, Public Law 104-134, Part A, Title II, Subtitle, as amended, P.L. 104-208 Division A, Title V.
- ☐ I have petitioned the following chartering authority in the District of Columbia. I have submitted the required documentation and am prepared to complete the petitioning process.

Name of Chartering Authority

Signature of Charter School Petitioner/Developer

Date _____

Signature of Authorized Chartering Authority

Date _____